

"One Life, Live it Well"

2015 Incentive Program FAQ

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1. What are the components of the 2015 incentive program?

- a. Complete the online personal health assessment via the Live Well Vermont Wellness Portal.
- b. Complete 1 online workshop of your choosing. The workshop must be completed by 11/1/2015.
- c. Complete 1 Live Well Vermont Wellness Challenge. There will be 4 challenges offered in 2015.
- d. Visit your Primary Care provider for your Annual Exam between 11/1/14 11/1/15 and document your visit within the Live **Well** Vermont Wellness Portal.

2. Who is eligible to participate?

- a. All state employees and retirees are eligible to participate in the incentive program.
 - i. All active, permanent employees insured with Blue Cross Blue Shield of Vermont through the State of Vermont are eligible for monetary incentive.
 - ii. Active, permant employees NOT insured with Blue Cross Blue Shield of Vermont through the State of Vermont are eligible for drawings.
 - iii. Temporary and retired state employees and contractors are not eligible for rewards.

3. <u>What are the rewards for completing the incentive program components for Active, Permanent employees</u> insured with Blue Cross Blue Shield of Vermont?

Task	Incentive Reward
Health Assessment	\$50
Online Workshop	\$25
Wellness Challenge	\$25
Bonus: Annual Exam	\$50

4. How many points do I have towards my incentive?

i. Scroll down to "Rewards Tracker" on your dashboard



- ii. Click on "Details" for specifics
- iii. You will be linked to the "Incentive Summary". The table shows points earned for each component. Challenge points will take approximately one week to appear after successful completion.

Incentive Summary	2015 SOV T	est Campaign Trial (:	11/19/14 - 12/31/14
\$150 Reward		150 points	
\$150 Reward			0/150 points
		Possible Points	Earned Points
Health Assessment		50	0
State of Vermont Annual Exam Verification Form		50	0
Challenges	Max Points = 25	Possible Points	Earned Points
"Waist Management" Challenge - Winter 2015		25	0
Strength Training Challenge - Spring 2015		25	0
Nutrition Challenge - Summer 2015		25	0
Stress Management Challenge - Fall 2015		25	0
Wellness Workshops	Max Points = 25	Possible Points	Earned Points
Wellness workshops		25	0
	Maximum I Total	Possible Points Points Earned	150 0

5. When will I receive my incentive reward?

a. Monetary rewards and drawings will occur on a quarterly basis through direct deposit in your paycheck. You will be notified by email prior to receiving your reward.

6. How do I create an account for the wellness portal?

- a. Go to: https://mybluehealth.bcbsvt.com
- b. Click on the sign up button under "First Time Users: Register Here".

Current User Login:	
Username	
Password	
Forgot Password?	n
First Time Users: Register Here	
The information you provide on this site will be kept strictly confidential. Your personal information will not be shared with PureWellness.	
Click here to sign up >>	

- c. **Create Username:** Use your **employee or retiree number** as your username, available on your ID badge or pay statement.
- d. Create a Password: Password must include at least 1 capital letter, 1 number, 1 special character (!@#\$%^&*) and be a minimum of 8 characters in length. Write your username and password down as you will use this for all future access to the portal.
- e. Under **"Member Information"** enter your name as it appears on your Blue Cross Blue Shield of VT Insurance Card. **If you are not insured by Blue Cross Blue Shield of VT**, enter your name as it appears on your pay statement.
- f. Enter an email address to receive wellness communications and to have the ability to retrieve your password.

7. How do I change my Username?

- **a.** Your Username must be your employee number to be eligible for the wellness incentive plan. Follow the steps below to change to your employee or retiree number.
 - i. Log into https://mybluehealth.bcbsvt.com
 - ii. Select "Reference" tab
 - iii. Select "My Profile"
 - iv. Select "Username"
 - v. On the My Profile, type your employee or retiree number in the field circled and labeled as show below
 - vi. Click on "Change Member Name" to complete your Username change

neulti	Wellness	Nutrition	Exercise	Community	Incentives	Reference		
About Us	Contact Us	Health Libra	ary Month	ly Newsletter	My Profile	User Guide		
Disable Ac	count Notifie	cations Pas	ssword Info	Username				
	Profile		N	lotifications			Username	
Drofi								
Chanc	ie ie userna	me						
			Userna	ime				
			Userna	ame Current userr	name LiveWel	Vermont		
			Userna	ame Current userr New userr	name LiveWell	Vermont		

8. How do I retrieve my Password?

- a. Visit <u>https://mybluehealth.bcbsvt.com</u>
- **b.** Click "Forgot Password"

Current Use	Login:	
Username		
Password		
	Forgot Password?	Login
First Time Us	ers: Register He	ere
The information you confidential. Your p PureWellness.	I provide on this site will ersonal information will n	be kept strictly ot be shared with
Click here to sign u		

- c. Fill in your current Username
- **d.** Type security characters
- e. Click "Next"

Forgot your password?						
Don't worry, it happens to a lot of us. Use the form below and follow the steps to retrieve your password.						
Click here to retrieve your username instead.						
Username: LiveWellVermont						
517C57 refresh						
Type the characters in the image above 612C57						
Back Next						

- f. Answer the security question
- g. Create a new password



h. Log in with you Username and NEW password

9. How do I complete my Health Assessment?

- a. Go to: https://mybluehealth.bcbsvt.com
- b. Log in with your Username and Password
- c. Click on "Health Assessment" under "Start Here" on the left side of your page.



10. How do I complete a Workshop?

Workshops must be completed by <u>November 1, 2015</u>. You must register with enough time to complete the specific workshop. Workshops vary in length from 1 to 12 weeks.

- a. Go to: <u>https://mybluehealth.bcbsvt.com</u>
- b. Log in with your Username and Password
- c. Select "Wellness" from the menu bar
- d. Select "Wellness Workshops"
- e. Select "Manage Workshops"
- f. Scroll through the available workshops under "Add" and click on your workshop of choice
- g. Select "Sign Up"
- h. Complete weekly tasks found on your dashboard/homepage.
- i. Completion points will be loaded upon completion of the workshop.

Health Wellness Nutrition Exercise Community Incentives	Reference	Add		
My Progress Report Wellness Plan Wellness Workshops	All Workshops 🗸			
My To Do List My Progress Manage Workshops	Alcohol Abuse and Addiction Education			
0	Anxiety Scroll here to			
Manage Workshops	Arthritis select workshop			
Active	Add	Asthma 🗸		
No workshops currently active.	All Workshops 🔻	Objective: Learn to take control of your asthma Description: This one week workshop is designed to help you take control of		
Queue	2014 Workshop Madness - SOV Life Balance	your asthma. Learn your triggers and how to manage your symptoms by following the asthma action plan along with recommendations from your healthcare provider.		
No workshops currently in queue.	2014 Workshop Madness - SOV Personal Goal Setting	Concurrent: No - cannot be taken with other workshops Duration: 1 week		
Old and day to and more lines	2014 Workshop Madness - SOV Social Stress			
- Liick and drag to Sort quelle items -	Alcohol Abuse and Addiction Education	Signup Add to Queue		

11. How do I unenroll from a Workshop?

- a. Go to: https://mybluehealth.bcbsvt.com
- b. Log in with your Username and Password
- c. Select "Wellness" from the menu bar
- d. Select "Wellness Workshops"
- e. Select "Manage Workshops"
- f. You will see your current workshop listed under the "Active" Tab
- g. Click on the red "x" to unenroll from the workshop
- h. You are now able to enroll for another workshop

Health	Wellness	Nutrition	Exercise	Community	Incentives	Reference	
My Progre	ess Report	Wellness Plan	Wellness W	/orkshops			
My To Do	List My Pro	gress Mana	ge Worksho	ps			
	lanage	Works	hops				
Active						Add	
2014	Workshop M	ladness - SOV	Life		28	All Workshops	•
Balar	ice			wee	k 1 of 3	2014 Workshop Hauriess - 304 Social Stress	*
						Alcohol Abuse and Addiction Education	(E)

12. What challenges will be offered in 2015?

a. Four challenges will be offered during 2014. Registration announcements will be sent out via email and the wellness portal.

Challenge	Type of Challenge	Registration Period	Start Date	End Date
Waist Management	Weight	1/5/15	1/19/15	3/1/15
	Management			
Vermont Strong	Activity-Strength	3/23/15	4/6/15	5/17/15
	Training			
LiveWell Veggie Challenge	Nutrition	7/6/15	7/20/15	8/16/15
Stress Management	Stress	9/7/15	9/21/15	10/18/15
	Management			

13. How do I complete a challenge?

a. All challenges have unique completion requirements. Please read through components during each challenges' registration period.

14. How do I document my Annual Exam?

Annual Exams must be completed between November 1, 2014 and November 1, 2015.

- a. Click on "Incentive" tab from your dashboard.
- b. Click on "Incentive Summary" tab.
- c. Click on "Annual Exam Verification Form: 11/1/14-11/1/15"
- d. Complete the form.

Health	Wellness	Nutrition	Exercise	Community	Incentives	Reference		
Ince	ntive S	ummai	r y			2015 SOV	Test Campaign Trial (11/19/14 - 12/31/14)
		\$150	Reward 🧲		50		150 points	
\$150 R	eward							50/150 points
							Possible Points	Earned Points
Health A	ssessment						50	50
State of	Vermont Annu	ual Exam Veri	fication Form				50	0
Challen						Mary Dalata - Dr		